

CATV Special Committee Meeting Minutes

Date: September 10, 2020
Time: 6:04PM – 6:59PM
Location: Meeting held electronically using Webex.

Board Members Present: Colleen Curtis (Chair), Tim Garrett (Vice Chair), Robbie Melton, Anthony Barton, Susan Wright, Mark Rowan

Others Present: Dawn Clark (ITS Assistant Director), Chris Singleton (Metro ITS), John Ferguson (Metro ITS), Theresa Costonis (Metro Legal), Kim Sasser-Hayden (Comcast)

Board Members Absent: Pal Narayanan

Welcome: Ms. Curtis called the meeting to order.

Vote on Governor's Executive Order: Ms. Curtis read the Governor's Executive Order NO. 16 that allows for boards, commissions and committees to meeting electronically during the COVID-19 pandemic. The committee voted unanimously to pass the motion made by Mr. Tim Garrett and seconded by Mr. Anthony Barton.

Minutes review & approval: Motion from Mr. Garrett to approve 4/22/19 minutes passed unanimously.

Election of Officers: Ms. Curtis opened the floor for annual election of committee Chairman and Vice Chairman. Ms. Robbie Melton nominated Mr. Tim Garrett for Chairman. With no other nominations, the committee voted unanimously in favor. Ms. Melton nominated Ms. Wright as Vice Chairman. With no other nominations Ms. Wright was elected unanimously. Mr. Garrett assumed the duties of the Chairman for the conclusion of the meeting.

Open Business:

Comcast Presentation:

Mrs. Sasser-Hayden delivered a brief overview including annual service calls, outages and complaints.

Franchise Funds: Mr. Chris Singleton, IS Division Manager for Metro Nashville Network (MNN) & PEG Studio, presented an update on the PEG Studio and MNN's status during the pandemic.

Mr. Singleton reported the PEG Studio was closed to the public in March in compliance with the Mayor's orders to limit public gatherings. He also touched on the financial issues that currently face NECAT, the Metro board that works as a 501 3c and is responsible for the selection of programming that is carried on the 3 other PEG channels. MNN has seen their workflow increase dramatically with the addition of all the Metro meetings that need to be held and follow the Governor's Executive Order. Mr. Singleton also touched briefly on the damage that MNN's office space experienced following the riots at the Historic Courthouse in March.

Mr. Singleton then presented a recap of the 2019 PEG Capital Funds and last presented the allocation of \$194,000 that was approved at the April 2019 meeting. The proposal consisted of a \$60,000 purchase of equipment necessary to allow MNN to start an online only channel that has come in quite handy with the current influx of meetings that needed to be recorded and aired on MNN. \$104,000 purchase was

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made on equipment to upgrade lighting, audio and video control room at the PEG Studio. And finally, a balance of \$30,000 that would be used for emergency maintenance on the Studio's building if necessary. Mr. Singleton explained that all projects were completed under budget and that the current balance of the PEG Capital Fund is \$831,412 before factoring in the current year's incoming support fund of \$218,041. Mr. Singleton presented a proposal of \$65,000 to be allocated to purchase new editing laptops and new head end equipment to reduce some of the strain the end-of-life components were beginning to display on MNN. As for the PEG Studio, the proposal was for access to \$30,000 should the building need any emergency maintenance. The grand total of the PEG Capital Fund minus the requested purchases would leave \$954,453 that would continue to be earmarked for a new PEG Studio to be built or acquired before 2025. Ms. Curtis made a motion approve the funds proposal as outlined by Mr. Singleton. Mr. Anthony Barton seconded the motion. The vote was unanimous.

New Business:

No new business.

Close and Adjournment:

Mr. Garrett asked if there was any other business and seeing none, he adjourned the meeting at 6:59PM

*Submitted by: Chris Singleton
September 16, 2020*